

# Job Opportunity Bulletin

## Office Assistant (General)



**Tenure/Timebase:** Permanent/Full Time  
**Work Hours:** 8:00 am – 5:00 pm  
**Office/Location:** California Commission on Teacher Credentialing  
Certification, Assignment and Waivers  
1900 Capitol Avenue  
Sacramento, CA 95814-4213  
**Salary:** \$2006 - \$2679/month  
**Final Filing Date:** June 22, 2007 or until filled  
**Contact:** Gary Chapman (916) 445-2516

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### DUTIES:

Under general supervision of the Office Services Supervisor II, the Office Assistant (General) performs the following:

Proofread completed credential application request packages and mail out computer generated credentials, duties includes:

Each package is proofread for:

- application form completed correctly;
- ensure name on credential matches the request and spelling is correct;
- social security number on the application matches the credential;
- fingerprint clearance is attached and matches the application, if applicable;
- ensure the date on the credential is correct;
- ensure confidential information is not mailed out;
- purge appropriate documents;
- ensure restriction of credential has been documented on the credential;
- and ensure the correct type of credential has been issued.

Stuff envelopes and mail out individual credentials to each applicant. In addition, bulk mail documents to counties and the appropriate institutions.

Flip through each page of the application package to ensure credential copies are filed in numerical order. Batch in bundles and place in a box.

Sort and assemble daily batches of applications and documents.

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**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance is required.

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### DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment
- Ability to lift at least 35 pounds.

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### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the above classification. The appointment is subject to the State Restriction of Appointment (SROA).

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### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Gary Chapman. All applications must clearly indicate the basis of their eligibility (*i.e.*, SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 07-231. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
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